

Sara,

I forgot to email you yesterday with an update! But, here is some important information for us to consider at our 10:30.

1. Budget

Either today or tomorrow, I will put through the paperwork to fully fund your TO at the current ceiling (e.g.

Redacted Exemption 5
Jean really wants all of these publications out this fall, so my hypothesis is that if that takes more funds than we thought, we may be able to increase the ceiling a little more to cover the research and documentation associated with the upgrade and other tasks, but we can't count on that for sure, yet.

2. Priorities

Here is the list of items we want to create within the "fact sheet" series in basic order of priority:

Benchmarking & Savings
Office
Benchmarking Overall
Retail
School
Water Benchmarking
Hotel
Bank
Warehouse
Hospital
Worship
Court
Other Property Types

The absolute priority for the Partner meeting is the first 6 items (The 3 general ones and 3 space specific). The water is the least important of those 6, but still something Jean wants to get out. If we are able to, it would be great to have more of the space types, too. This may end up being pretty straightforward, since we've done the groundwork. It depends on the process of populating the final template, etc.

3. Schedule

When we talk I would like to develop a strategy for our schedule. I am unfortunately going to be in Tokyo for work the week of 10/1. Therefore, my goal is to have the 6 must-have complete the by 9/28. If we are able to format and finalize two more space-specific documents while I'm out, that would be great. That gives us about 5 more weeks.

A starting schedule I am proposing is as follows:

9/14 - Complete Office, Retail, General Benchmarking
9/19 - Complete Savings
9/26 - Complete Water
9/28 - Complete School
10/5 - Complete Hotel and Bank

I'm not wedded to this schedule. So, we should discuss. I also think we should institute one or two more

times to meet each week as "standard" because I don't think that the Wednesday at 1pm slot alone will be sufficient. My schedule is somewhat flexible except we have our updates on the PM Webinar on 9/12 and 9/20, and we have our webinar releasing web services on 9/25. Other than those afternoons, I should be able to move meetings to accommodate this work.

Talk to you in just a couple of hours,

Alexandra Sullivan

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Property Type	Average Score
K-12 School	63.6
Office	61.7
Retail	61.0
Supermarket	60.6
Courthouse	60.5
Hospital	55.3
Warehouse	52.5
Hotel	48.6
House of Worship	47.8
Bank	42.8

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Budget Priorities

Alexandra Sullivan to: Lissauskas, Sara

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Sara,

As you know, at this point the government has to plan for substantial budget cuts in FY2013. Unfortunately, as our management has assessed the best way to meet this lowered spending level, it appears the additional funding we discussed last month is not likely to be forthcoming. Rather, we will have to be working on a dramatically reduced budget for FY2013, at least for now.

I am still going to have to work through priorities with Mike and Jean and identify key projects. However, I am nervous about our ability to add funding to this task and therefore I want to ask you to stop working on the DataTrends series.

I realize this may come as a bit of a surprise. But, unfortunately this is the new direction we've just received from management. Our absolute priority has to be the finalization of weather information and the revision of our source energy factors, because these projects feed into the PM Upgrade. Once I have final budget direction from my management, we can re-assess together what part of the DataTrends can continue.

On the plus side, Canada is going to be starting work on their next model (Hospital) in January, and we are eager to work somewhat intensively as we did last summer. As you know, these funds are separate because they come from Canada. Therefore, we do anticipate more work in this area coming down the road shortly.

I'm tied up in meetings this afternoon and tomorrow morning, but if you want to call to discuss tomorrow afternoon, please feel free to do so.

Thank you,

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